



## CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

4701 West Russell Road • Las Vegas NV 89118

Tel (702) 455-3000 • Fax (702) 221-0630

<b>Division:</b>	Building Inspection & Permit Application	<b>Policy &amp; Procedure</b>	BD-PP-115
<b>Subject:</b>	PERMIT EXPIRATION NOTIFICATION, INSPECTION, AND ENFORCEMENT	<b>Effective Date:</b>	08/01/2009
<b>Code:</b>	CCBAC 22.02.320	<b>Reviewed Date:</b>	05/26/2015

### A. POLICY:

Building permits issued by Clark County Department of Building & Fire Prevention (CCDB&FP) shall expire by limitation if the permitted work is not commenced within 180 days from the date of such permit, or if the work authorized by such permit shows no inspection activity resulting in an approved inspection at any time within 180 days of the permit issuance date or last approved inspection date. In an effort to prevent permit expirations and as a service to the permit holders, CCDB&FP may notify the permit holder prior to the permit's expiration date.

A permit holder shall be required to reactivate an expired permit or obtain acceptance from the department to leave the structure/building in a partially constructed state. This acceptance may be granted if the permit holder can show that no work was started, by reducing the scope of the permit to encompass the extent of work completed, or the work is determined to be left in a safe and stable condition. The owner is required to secure the work site from public access, discontinue work, and not use or occupy the structure until a valid permit and certificate of occupancy are obtained.

### B. STANDARDS:

Clark County Building Administrative Code Title 22.02 provides requirements for obtaining building permits and their completion or expiration.

### C. PROCEDURE:

#### 1. Notification Post Cards:

- Designated Inspection staff will print and mail to owners or permit holders pre-expiration notification cards approximately thirty days prior to the tentative expiration date of the permit.
- Additional cards shall be printed and mailed to owners or permit holders providing notification seven days after the expiration date of the permit.
- Pre-expiration and expiration cards will be printed daily. Permits with expiration dates occurring on a weekend or holiday will be printed on the following workday.
- In addition to printing and mailing the cards, Inspection staff will print a transaction list of the associated permit numbers.
- Expiration cards will be sent to records via an automatic computer download.

<b>Division:</b>	Building Inspection & Permit Application	<b>Policy &amp; Procedure</b>	BD-PP-115
<b>Subject:</b>	Permit Expiration Notification, Inspection, and Enforcement	<b>Effective Date:</b>	06/01/2009
<b>Code:</b>	CCBAC 22.02.320	<b>Reviewed Date:</b>	05/26/2015

## 2. Pre-Expiration Scheduling and Inspection:

- a. Inspections will provide a list of the associated permit numbers of the pre-expiration cards to the designated Building Permit Specialist. The Building Permit Specialist will schedule pre-expiration inspections for these permits one week prior to the permit's tentative expiration date.
- b. The inspections will be scheduled to the area's regularly assigned inspector using the inspection type 2EXP.
- c. The assigned inspector will verify from the expiration date located on the printed inspection request form. Further action is not required at this time. All 2EXP inspections will be resulted with the CM inspection code.
- d. If the permit is due to expire and access is available, the inspector shall perform a field inspection. If during the inspection the inspector determines that work is progressing and there exists inspection(s) that may be approved, the inspector shall perform the inspection(s). The inspector will write in and approve the associated inspection on the printed inspection request form and request/result the inspections in Naviline. If work is not to a level which may be inspected and approved, the inspector will provide the permit holder a written Permit Pre-Expiration Advisement (Form #166) informing the permit holder of the permit's expiration date and permit renewal information. The inspector will result the 2EXP inspection with the CM inspection code.
- e. If the permitted work is not accessible at time of the scheduled inspection, the inspector will leave the Permit Pre-Expiration Advisement (Form #166) advising the permit holder of the site-visit and result the 2EXP inspection with the CM inspection code.

## 2. Expired Permit Inspection:

- a. The designated Building Permit Specialist will schedule follow-up inspections of these permits for one week after the permit's expiration date from list provided by Inspection.
- b. The inspections will be scheduled to the area's regularly assigned inspector using the inspection type EXPD.
- c. The assigned inspector will verify the permit expiration date located on the printed inspection request form. If the permit has expired, a field inspection shall be completed. The inspector will perform a review of the work, if access is available to determine if the area is being occupied or creates an unsafe condition as defined in the Clark County Building Administrative Code Section 22.02.150.
  - 1) Work not posing a risk nor being occupied without authorization will be provided Expiration Notice (#169) advising them of the permit's expired status and permit renewal information.
  - 2) The EXPD inspection shall be resulted as CM. A copy of the Permit Expiration Notice of Violation shall be sent to records. Work that poses a risk or is being occupied without authorization shall be forwarded to the Administrative Code Enforcement Team for commercial work out to Clark County Public response for residential work.

<b>Division:</b>	Building Inspection & Permit Application	<b>Policy &amp; Procedure</b>	BD-PP-115
<b>Subject:</b>	Permit Expiration Notification, Inspection, and Enforcement	<b>Effective Date:</b>	06/01/2009
<b>Code:</b>	CCBAC 22.02.320	<b>Reviewed Date:</b>	05/26/2015

d. In all cases, the 2EXP and EXPD inspections are to be resulted with the CM inspection code.

Attachments: Form #166 – Permit Pre-Expiration Advisement  
Form #169 – Permit Expiration Notice

#### Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
DS-PP-115	Permit Expiration Notification, Inspection, and Enforcement	06/01/2009		
DS-PP-115	Permit Expiration Notification, Inspection, and Enforcement		11/12/2012	
DS-PP-115	Permit Expiration Notification, Inspection, and Enforcement		12/23/2012	
DS-PP-115	Permit Expiration Notification, Inspection, and Enforcement		12/23/2013	
BD-PP-115	Permit Expiration Notification, Inspection, and Enforcement		07/30/2014	
BD-PP-115	Permit Expiration Notification, Inspection, and Enforcement			05/26/2015

<b>Developed by:</b>	<b>Reviewed by:</b>		
 Brenda A. Thompson Inspections Manager	 Ted Droessler Engineering Manager	 Kevin McOsker Plans Exam Manager	 Brenda Thompson Inspections Manager
<b>Reviewed by:</b>	<b>Approved by:</b>		
 Samuel D. Palmer, P.E. Assistant Director	 Ronald L. Lynn Director/Building & Fire Official		

<b>Division:</b>	Building Inspection & Permit Application	<b>Policy &amp; Procedure</b>	BD-PP-115
<b>Subject:</b>	Permit Expiration Notification, Inspection, and Enforcement	<b>Effective Date:</b>	06/01/2009
<b>Code:</b>	CCBAC 22.02.320	<b>Reviewed Date:</b>	05/26/2015



# CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

4701 Russell Rd - Las Vegas NV 89118 - (702) 455-8040

## PERMIT EXPIRATION NOTICE OF VIOLATION

No. \_\_\_\_\_

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

**YOU ARE REQUIRED TO MAINTAIN AN ACTIVE PERMIT FOR ALL WORK.**

**PERMIT EXPIRATION DATE** \_\_\_\_\_

The construction permit for this property has expired on the above referenced date as defined in the Clark County Building Administrative Code, Section 22.02.320. Construction permits expire by limitation and become null and void if the work authorized by such permit shows no approved required inspection any time within 180 days of the last approved required inspection.

Residential projects being constructed by an owner/builder may, upon written request to the Building Official, apply for an extension of time for a permit. Extensions are granted when circumstances beyond the control of the permit holder have prevented the required action from being taken. Written permit extension requests must contain permit number, reason for request, and valid contact information and should be sent to: Department of Development Services, Permit Application Center, 4701 W. Russell Rd., Las Vegas, NV 89118. You may also fax your request to (702) 221-6220.

If you have any question, please contact the Inspection Supervisor at (702) 455-8061.

You are hereby notified to correct the condition(s) stated above on or before \_\_\_\_\_.  
If not corrected, action will be taken as required by law.

Inspector: \_\_\_\_\_ Time: \_\_\_\_\_

### DISPOSITION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Division:</b>	Building Inspection & Permit Application	<b>Policy &amp; Procedure</b>	BD-PP-115
<b>Subject:</b>	Permit Expiration Notification, Inspection, and Enforcement	<b>Effective Date:</b>	06/01/2009
<b>Code:</b>	CCBAC 22.02.320	<b>Reviewed Date:</b>	05/26/2015

## PERMIT PRE-EXPIRATION ADVISEMENT

### DOOR HANGER

#### Form # 166

<b>CLARK COUNTY DEPARTMENT of BUILDING &amp; FIRE PREVENTION</b> 4701 W. Russell Road • Las Vegas, NV 89118 • Tel. (702) 455-8040	
	<b>PERMIT PRE-EXPIRATION ADVISEMENT</b>
	Permit Expiration Date: _____
	Today's Date: _____ Permit No. _____
	Address: _____
<p>The permit for this property will expire on the above date. Permits that do not receive an approved inspection within 180 days of the last approved inspection will expire on date of permit.</p> <p>For permit renewal information, please call (702) 455-8040 and provide the above permit number to reach the area's Inspection Supervisor.</p>	
Form #166 Ref: BD-PP-115 <span style="float: right;">July 2014</span>	